

TENDER DOCUMENT

Rate Contract for refilling & supply of various grade gas cylinders for two years

TENDER NO : **LAB-KOC/PUR(GAS)/1/2022 LAB**
DATE : **22/12/2022**



The Marine Products Export Development Authority
(Ministry of Commerce & Industry, Govt. of India)
Head Office, MPEDA House,
Building No: 27/1162, PB No:4272, Panampilly Avenue,
Panampilly Nagar PO, KOCHI-682 036, KERALA



**The Marine Products Export Development Authority
(Ministry of Commerce & Industry, Govt. of India)**

Head Office, MPEDA House, Building No: 27/1162, PB No:4272,
Panampilly Avenue, Panampilly Nagar PO, KOCHI-682 036, KERALA
Telephone (EPABX) : +91 484 2311901 / 2311033 / 2315199
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NOTICE INVITING TENDER

File No: LAB-KOC/PUR(GAS)/1/2022 LAB

Date: 22/12/2022

The Marine Products Export Development Authority (MPEDA), Kochi invites bids through e-Tendering System under the single stage: two bid system in separate (i.e. Technical Bid and Financial Bid) from eligible Bidders for the RATE CONTRACT FOR REFILLING & SUPPLY OF VARIOUS GRADE GAS CYLINDERS to MPEDA QC Laboratory, Kochi for two years. The details of requirements and terms & conditions for each item are available in the MPEDA Website: <http://mpeda.gov.in> and E-procurement portal <https://eprocure.gov.in> Deadline for submission of bid: 1700 hrs on **13/01/ 2023**. All bids must be accompanied with a scanned copy of bid security (either in PDF or zip format) as mentioned. The bids are required to be uploaded in two separate parts i.e., Technical bid & financial bid. The Technical bid will be opened at **1000 hrs. on 16/01/2023** at the MPEDA Head Office at the address given in the above. The financial bids of Bidders whose technical bids get qualified would be opened at a later date.

Sd/-

SECRETARY
MPEDA

E-TENDER NOTICE

TENDER NO: LAB-KOC/PUR(GAS)/1/2022 LAB

Dated: 22/12/2022

Instructions for Online Bid Submission:

Marine Products Export Development Authority (MPEDA) QC Laboratory, Kochi invites online bids through e-Procurement Portal under two bid system, viz., Technical and Financial bids, from eligible and experienced Bidders for the “Annual Rate contract for the Refilling and Supply of Various Grade Gas Cylinders” to MPEDA QC Laboratory, Kochi, Panampilly Nagar, Kochi-682036.

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app> and <http://mpeda.gov.in/MPEDA/tender>

Aspiring Bidders who have not enrolled/registered in e-Procurement Portal should enroll/register before participating through the website <http://eprocure.gov.in/eprocure/app>.

Bids shall be accepted only submitted through online at CPPP website: <http://eprocure.gov.in/eprocure/app>. However hard copy of the online submitted details to be submitted in sealed envelopes before due date in the prescribed format. Bidders/Contractors are advised to follow the instructions provided in the e-procurement portal for submitting bids. Bid documents may be scanned in 100 dpi with black and white option which helps to reduce the size of the scanned document.

MPEDA reserves the right to accept / reject any/all tenders in part/full without assigning any reasons thereof.

Bidder has to select the payment option as “offline” to pay the tender fee and EMD as applicable. Payment through demand draft shall be issued in favour of “Secretary, Marine Products Export Development Authority Kochi” and it should be submitted to MPEDA QC Laboratory, Kochi, before the bid opening. Bidders registered with MSME/NSIC are exempted from payments of EMD & tender fee. Copy of the valid registration certificate should be uploaded.

Bidders are requested to note that they should necessarily submit their financial bids in the format provided (BoQ) and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled and submit it online without modifying the format. If the BoQ file is found to be modified by the Bidder, the bid will be rejected.

Any corrigendum/amendments in respect of above tender shall be published on MPEDA website <http://mpeda.gov.in/MPEDA/tender> and CPPP website <https://eprocure.gov.in> only. Bidders should take into account any corrigendum published on the tender document before submitting their bids.

E-TENDER DOCUMENT
Tender Schedule

1	Tender enquiry No	LAB-KOC/PUR(GAS)/1/2022 LAB	
2	Name of the work	Rate Contract for the Refilling and Supply of Various Grade Gas Cylinders” to MPEDA QC Laboratory, Kochi for the period of two years 2023 to 2024 / 730 days from the date of contract.	
3	Cost of tender document (fee)	₹ 500/-- (Offline mode-DD)	
4	EMD Amount	₹ 15,000/-- (Offline mode-DD)	
5	Performance Security Deposit for two years.	3% of total contract value.	
6	Mode of performance security payment	DD or Bank guarantee in favour of Secretary , MPEDA ,Kochi	
7	Validity of offer	180 Days	
8	Published date	22/12/2022	1830hrs
9	Document Download Start Date	23/12/2022	0900hrs
10	Pre bid Meeting Date & Time	29/12/2022	1100hrs
11	Clarification start date	30/12/2022	0900hrs
12	Clarification end date	03/01/2023	1700hrs
13	Bid submission start date	07/01/2023	1100hrs
14	Bid submission end date	13/01/2023	1700hrs
15	Technical bid opening date	16/01/2023	1000hrs

Address for submission of tender : Deputy Director
MPEDA QC Laboratory
MPEDA House,
Panampilly Avenue,
Kochi-682 036

Place of opening of the Tender : MPEDA QC Laboratory, Kochi,

REQUIREMENTS AND TECHNICAL SPECIFICATIONS

Sl No	Item and Specification/purity	TOTAL Volume of gas in m ³ per Year (2023)	TOTAL Volume of gas in m ³ per Year (2024)*	Probable supply in cylinders of
1	UHP Helium 99.9999%, O ₂ :<2.0 ppm N ₂ :<4.0 ppm CO+CO ₂ :<0.5 ppm THC:<0.5 ppm H ₂ O:<2.0 ppm	7m ³ x 3 no = 21 m ³	7m ³ x 4 no = 28 m ³	MPEDA's : 75 % Supplier's:25 %
2	UHP Nitrogen 99.9995%, O ₂ :<2.0 ppm H ₂ O: <2.0 ppm Ar:<3.0 ppm CO+CO ₂ :<1 ppm THC:<0.2 ppm	7m ³ x 5 Nos = 35 m ³	7m ³ x 10 Nos = 70 m ³	MPEDA's : 30 % Supplier's: 70 %
3	Argon Gas 99.996% O ₂ :<2.0 ppm CO+CO ₂ :<0.5 ppm THC:<0.5 ppm H ₂ O:<5.0 ppm	7m ³ x 150 Nos = 1050 m ³	7m ³ x 150 Nos = 1050 m ³	MPEDA's : 100 % Supplier's: 0 %
4	Nitrogen Gas Commercial grade- 7m ³	7m ³ x 400 Nos= 2800 m ³	7m ³ x 400 Nos= 2800 m ³	MPEDA's : 5 % Supplier's: 95 %

**Approximate quantity, likely to be changed based on the actual requirement at that time.*

GENERAL CONDITIONS OF TENDER :

- Submission of Tender:** Tender should be uploaded in CPP Portal in two Parts separately i.e. "Technical bid" (Part-A) and "BOQ/Price bid" (Part-B).
- Technical Bid (Part-A) :** In this bid, the Bidder should upload his company profile and structure of firm, name of directors/partners/proprietor as per the [Annex 1](#).
- The following are minimum essential for technical qualification:**
 - Copy of work orders for "Supply of Similar Purity Gases" successfully executed during the last 2 years for reputed Public Ltd. Companies, Public Sector, Govt. Institutions and Autonomous bodies.
 - Copy of Certificate (s) of compliance /analysis for the quoted gas (es).

- C) Copy of GST Registration Certificate.
- D) The Bidder shall submit [Annex 2](#) as a token of tender acceptance of the NIT conditions.
4. **Price Bid / BOQ (Part-B):** In this bid, the Bidder is required to quote his prices as per BOQ, the special conditions of the contract. The Bidders should quote unconditional rates in the BOQ section.
 5. Micro and Small Enterprises (MSEs) registered under Udyam Registration are eligible to avail the benefits under the policy.
 6. **Validity of Tender:** Tender shall be valid for our acceptance without any change in rates and NIT conditions for a period of 180 days from the date of opening of price bid.
 7. **Escalation:** No escalation shall be paid during the execution of contract period except any variation in GST.
 8. **Scope of Work:** Detailed scope of work is enclosed with this NIT.
 9. **Deviations:** No deviation from the stipulated terms and conditions will be allowed. Tenders should be unconditional.
 10. **Delivery Condition:** Contractor shall acquaint himself fully with the site location and the working environment of MPEDA QC Laboratory, Kochi, before quoting his rates. No compensation on account of any site difficulties will be entertained, at a later date, after awarding of the contract. All refilled cylinders shall be delivered as well as collected from the 5th floor of MPEDA House, Panampilly Nagar, and Kochi.
 11. **Correspondence :** All the correspondence in respect of tender/contractual obligation shall be addressed to Deputy Director, MPEDA QC Laboratory, Kochi , Ph.No: 0484-2315199 E-mail: mahesh@mpeda.gov.in
 12. **Terms of Payment:** The 100 % payment shall be made through online (RTGS) on submission of the original bills by the successful Bidder after complete supply of the said lot.
 13. **Tender rejection: MPEDA QC Laboratory, Kochi,** reserves the right to reject any or all the tenders in full or in part without assigning any reasons whatsoever, and the decision of the authority in this regard will be binding on all the Bidders. Tenders not complying with any of the provisions stated in this tender document are liable to be rejected.
 14. Any dispute arising out of this contract will be subjected to jurisdiction of Kochi, Ernakulam and the Chairman, Marine Products Export Development Authority, Panampilly Avenue, Kochi, or his nominated officer will stand as the arbitrator to address the dispute. In the event of any dispute over this contract, MPEDA's decision shall be final and binding.
 15. **Public Procurement(Preference To Make In India), Order:**

The organisation has adopted and will comply with the Public Procurement (Preference to

Make in India), Order 2017, DIPP, MoCI Order No. P-45021/2/2017-B.E.II dated 15th June 2017 and subsequent revised orders issued from time to time. Accordingly preference will be given suppliers as defined in the aforesaid order. The various categories of suppliers defined in the aforesaid order are reproduced below:

“Local Content” means the amount of value added in India which shall be value of the item procured (excluding net domestic indirect taxes) minus the value of the imported content in the item (including all the custom duties) as a proportion of the total value, in percent. Accordingly the suppliers will be classified in following categories.

- i) Class I local supplier – has local content equal to more than 50%
- ii) Class II local supplier – has local content more than 20% but less than 50%
- iii) Non –local supplier – has local content less than or equal to 20%

Verification of Local Content: The Class I Local Supplier /Class II Local Supplier/Non Local Supplier at the time of tender, bidding or solicitation shall be required to indicate the percentage of local content and provide self-certification that the items offered meets the local content requirement. The details of the location(s) at which the local value addition is made also needs to be mentioned. In case of procurement in excess of Rs.10 crores, the suppliers shall be required to submit a certificate towards percentage of local content from the authorities as stated in the aforesaid order in the technical bid itself.

False declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to 2 years as per Rule 151(iii) of the General Financial Rules along with such other actions as may be permissible under law.

SCOPE OF WORK AND SPECIAL CONDITIONS

1. The gas shall be refilled @ 140 bar minimum in 47-50 litre water capacity cylinders provided by MPEDA QC Laboratory, Kochi or by the Supplier.
2. The quantity mentioned above is the total annual required estimated quantity. The same was the requirement of the lab for previous year. The quantity mentioned in the tender can be increased or decreased to any extent depending upon the actual requirement, in which case, **the Bidder has to effect supply of the revised quantity at the quoted rate itself.**
3. The regular gases (Commercial grade Nitrogen & Argon) shall be delivered in lots of minimum 12 (Twelve) or more cylinders as per requirement within 7 days from the request/PO date.
4. The successful Bidder shall collect the empty cylinders within 24 hours of intimation by MPEDA QC Laboratory, Kochi, on phone and same cylinders shall be returned to MPEDA QC Laboratory, Kochi, within 7 days.
5. Empty cylinders shall be taken from lab after obtaining gate pass for the same issued by MPEDA QC Laboratory, Kochi, and signed by both the parties. Bidder shall give the empty cylinder receipt against each cylinder. Filled cylinders shall be returned along with proper Bidder's challan.
6. **DELIVERY SCHEDULE:** Delivery should be within 7 days from the date of issue of Purchase/Supply order. Non-availability of the stock should be informed in writing immediately. Part-supply will be allowed without any transportation charges. Defective items or items not as per the tender notice, if any supplied must be taken back and be replaced with no additional cost.
7. All supply except Industrial Nitrogen Gas will be accepted only with "Certificate of Purity" from the manufacturer.
8. MPEDA QC laboratory may ask for the gas purity certification / test from third party from time to time. The cost for same shall be borne by the successful Bidder.
9. The unit price and GST Rate shall be quoted for each gas. The prices shall be inclusive of charges for gas, cylinder processing if any, loading / unloading, handling charges and labor charges etc.
10. The rates quoted shall be valid and firm **for two years**. No escalation in rates will be provided except changes in GST if any. MPEDA is entitled to place online supply orders up to the last day of the validity of the rate contract and, though supplies against such supply orders will be effected beyond the validity period of the rate contract, all such supplies will be guided by the terms & conditions of the rate contract.
11. Rates shall be quoted for all the items. Price bid with partially filled rates shall be liable for rejection.
12. The amount quoted for all items shall be valid for **Two years (from the date of issue of contract)**, and the contract tenable to further extension upon mutual agreement. Once the agreement signed, there shall not be any deviation in price and quality from the initial quotation offer. Any deviation from the initial agreement may invite quick termination of the said contract, without further notice. The party will be blacklisted and will not be considered thereafter.
13. Quantity mentioned is estimated. Payment will be made on actual supplied quantity only.
14. **Transit Insurance Clause:** The purchaser will not pay separately for transit insurance and the supplier will be responsible till the entire stores contracted for, arrive in good condition at destination. The

transit risk in this respect may be covered by the supplier by getting the stores duly insured, if he so desired. The supplier in his own name and not in the name of consignee shall obtain the insurance cover.

15. REPLACEMENT OF REJECTED GAS CYLINDER(S): The rejected item due to the deviation from the desired quantity or quality should be replaced within 7 days from the date of issue of Rejection Notice. If rejected item is not replaced within the said period, MPEDA has the right to cancel the contract for the particular item.

16. If MPEDA's cylinders are given for refilling same shall be returned in filled condition at the earliest. In such condition cylinders shall not be exchanged/replaced with any other cylinder(s). However Bidders are liable to done mandatory periodical test(s)/ replacement of accessories in the above cylinder as per the rates quoted in the tender during the contract time and documents should be submitted on case by case basis.

17. In case of unavailability of MPEDA's cylinder(s), the supplier has to supply the gases in their own cylinder(s); the same (empty cylinder(s)) will be returned back by the lab only after its complete usage. Those who supplied cylinders shall make necessary arrangements to take back their empty cylinder(s) from the 5th Floor, MPEDA QC Lab, Kochi without any additional cost.

18. Qualified Bidders shall have their own office / godown in and around Kochi (not beyond 100 km) or shall be able to operate the contract through any local dealer who have similar facility in and around Kochi (not beyond 100 km), and in such case the Bidder shall provide single point of contact to procure such items. However, if any far away Bidder agrees to supply cylinders within the stipulated date in any time without any additional cost and delay may be considered on trail basis initially, and further orders will be based on their service or the need of the lab.

19. The EMD of successful Bidder will be returned on acceptance of award of contract by the respective Bidders.

20. The EMD of unsuccessful Bidders will be returned without any interest.

21. The EMD will be forfeited, if a Bidder; misrepresents facts or submit fabricated / forged / tempered / altered / manipulated documents during the tender process or withdraws its bid after the opening of technical bid

22. Performance Security Deposit is to be furnished within 14 (fourteen) days after notification of the award and it should remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations of the supplier, including delivery obligations.

23. Penalty: In case of any delay in delivery of refilled cylinders of industrial/commercial grade nitrogen and Argon gas beyond stipulated date, Bidder is liable to pay penalty @ Rs.100/- per day per cylinder till the date of supply of required number of cylinders. Such penalty will be deducted from the Performance Security deposited by the party.

GENERAL INFORMATION ABOUT THE BIDDER

1	Name of the Bidder	M/s				
	Registered address of the firm with GSTIN					
	State		District			
	Telephone No.		Fax			
	Email		Website			
Contact Person Details						
2	Name		Designation			
	Telephone No.		Mobile No.			
Communication Address						
3	Address					
	State		District			
	Telephone No.		Fax			
	Email		Website			
Type of the Firm (Please √ relevant box)						
4	Private Ltd.	<input type="checkbox"/>	Public Ltd.	<input type="checkbox"/>	Proprietorship	<input type="checkbox"/>
	Partnership	<input type="checkbox"/>	Society	<input type="checkbox"/>	Others, specify	<input type="checkbox"/>
	Registration No. & Date of Registration.					
Nature of Business (Please √ relevant box)						
5	Original Gas Manufacturer	<input type="checkbox"/>	Authorized Dealer /Representative	<input type="checkbox"/>		
	Direct Importer	<input type="checkbox"/>	Others specify.	<input type="checkbox"/>		
Key personnel Details (Chairman, CEO, Directors, Managing Partners etc.)						
6	in case of Directors, DIN Nos. are required					
	Name		Designation			
	Name		Designation			
	Name		Designation			
Bank Details						
7	Bank Account No.		IFSC Code			
	Bank Name & Address		Branch Name			
	Tel No		Email ID			
	PAN Card No					
8	<i>Whether any criminal case was registered against the company or any of its promoters in the past?</i>				Yes / No	
Date		Office Seal		Signature of the Bidder / Authorised signatory		

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

The Deputy Director
MPEDA QC Laboratory, Kochi
5th Floor, MPEDA House, Building No.27/1162, P.B.No.4272
Panampilly Avenue, Panampilly Nagar PO, Kochi – 682 036, Kerala

Sub: Acceptance of Terms & Conditions of Tender reg-

Tender Reference No: [LAB-KOC/PUR \(GAS\)/1/2022-LAB_](#)

Name of Tender / Work: - Refilling and Supply of Various Grade Gas Cylinders to MPEDA QC Lab,
Kochi

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____ as per

your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

INSTRUCTIONS FOR ONLINE BID SUBMISSION

The Bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the Bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://etenders.gov.in/eprocure/app> .

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL: https://etenders.gov.in/eprocure/app](https://etenders.gov.in/eprocure/app)) by clicking on the link “Online Bidder Enrollment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the Bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the Bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a Bidder. Please note that the Bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate Bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the Bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the Bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the Bidders through SMS / e- mail in case there is any corrigendum issued to the tender document.
- 3) The Bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the Bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The Bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the Bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the Bidder). No other cells should be changed. Once the details have been completed, the Bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the Bidder, the bid will be rejected.

6) The server time (which is displayed on the Bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the Bidders, opening of bids etc. The Bidders should follow this time during bid submission.

7) All the documents being submitted by the Bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.
